

City of Franklin Addendum No. 3 to

Purchasing Office Solicitation No.: 2012-021

1. Solicitation identified: This Addendum No. 3 applies to the following procurement:
bad debt collection services
Purchasing Office Solicitation No.: 2012-021
2. Notice to Proposers publication date: **February 9, 2012**
3. Solicitation release date: **February 9, 2012**
4. Addendum No. 1 release date: **February 16, 2012**
5. Optional Pre-Submittal Conference: **February 23, 2012, 2:00 p.m. Central Time, City Hall Board Room City Hall Court Room**
6. Addendum No. 2 release date: **February 27, 2012**
7. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **March 1, 2012, 2:00 p.m. Central Time**
8. Addendum No. 3 release date: **March 2, 2012**
9. Proposals submittal deadline and opening: **March 15, 2012, 2:00 p.m. Central Time**
10. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **April 20, 2012**
11. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **May 8, 2012**
12. Addendum:

In reference to the City of Franklin's **February 9, 2012** Purchasing Office Solicitation No. **2012-021 for the supply and delivery of bad debt collection services**, the City has been asked, prior to the **March 1, 2012** deadline for submittal of questions seeking to revise or clarify any aspect of this procurement solicitation, certain additional questions about the solicitation by one or more vendors who are potential proposers. The purpose of this **Addendum No. 3** is to provide to all vendors who are known or thought to be interested in responding to the referenced solicitation the City's responses to the additional questions that were asked prior to the **March 1, 2012** deadline for questions.

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Purchasing Office Solicitation No.: 2012-021

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

March 15, 2012, 2:00 p.m. Central Time.

Below are the additional questions asked to date and the City's responses thereto:

Q1: Our firm provides electronic check recovery for and at no cost to our clients by utilizing technology and the ACH network to collect NSF checks (both paper and EFT's) for our clients by electronically debiting the bad check writer's account(s) and crediting the City for 100% of the face value of the check. May our firm respond to the City's request for proposals for bad debt collection services?

A1: The City of Franklin welcomes responsive proposals from qualified and responsible vendors.

Q2: Would the City of Franklin consider carving out the NSF portfolio from the remainder of the City's bad debt portfolio and separately working with a NSF collection service on the City's NSF portfolio?

A2: The City expects to award a contract to one (1) proposer. However, as stated in subsection 12.5.1 of the Request for Proposals, "The City reserves the right to award part of the collection services to one proposer, and part to another, if that arrangement is deemed by the City to be most advantageous to the City."

Q3: May our electronic check recovery firm partner with the vendor selected by the City to provide bad debt collection services?

A3: The City does not object to an electronic check recovery firm partnering with the vendor selected by the City to provide bad debt collection services but suggests that that question may be more appropriately directed to the vendor selected by the City to provide bad debt collection services.

Q4: Please clarify the meaning of subsection 12.3.2.2 of the Request for Proposals. As originally written, it reads as follows:

The proposer must provide any computing requirements to include hardware, software, server, data lines and other requirements necessary to install and maintain the tool deployed by the proposer.

A4: Subsection 12.3.2.2 of the Request for Proposals is hereby revised to read as follows:

The proposer shall agree to provide, at proposer's expense, any technology (including hardware, software, server and data lines) necessary anywhere other than at a City facility in order for the proposer to install, operate and maintain the solution proposed by the proposer. The proposer shall indicate in its proposal a detailed description of any technology (including hardware, software, server and data lines) necessary at a City facility in order for the City to access the solution proposed by the proposer.

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Purchasing Office Solicitation No.: 2012-021

13. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
14. Questions: The deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation has now passed. To ask questions of a procedural nature, please contact:
- City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615/550-6692
Fax: 615/550-0079
15. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.